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## Definition of academic guidance

Is the work done by the faculty member in the educational institutions of the university with the aim of:

- To familiarize students with these institutions and their study systems to help them adapt to the academic environment
- Advise students and help them to study in the best possible way, and overcome the obstacles they face so that they can achieve their educational and professional goals
- Assisting them in choosing the disciplines that are suitable to their scientific abilities, psychological factors and personal desires, as well as what suits the market

## Academic advisor

He/She is a member of the teaching staff assigned to guide the students follow him/her during his/her studies.

## Mission of academic guidance

Guidance and care of the student in all aspects, which ensures good preparation for the student at all levels of moral, scientific and psychological

## Necessity of academic guidance

The existence of an active and effective system to support students is one of the most important requirements for the accreditation of the college and its educational programs. Academic guidance also considers the student as the center of the educational process by meeting their needs, wishes and expectations.

## Areas of Academic guidance

### Ethical guidance

Works to develop the values and principles of the student, and translated into behavioral practices that appear in all the actions of the student

### Educational guidance

Aim to follow-up the student's achievement level and provide guidance to him/her in order to raise the level of the student and find out the reasons for his academic delay.

Introduce students to good ways to study

Care for outstanding students

Studying the difficulties that face students' academic progress.

### Psychological Counseling

The process of helping the student identify the problems that affect him (especially the emotional ones), which cause him an internal conflict or an external conflict, which affect his psychological and societal consensus

Study cases of students with special difficulties.

Explain the problems of students with the characteristics of those problems and encourage them to activate their abilities and their potential to make appropriate decisions that contribute to overcome them. Do not ignore the regular students:

- Activate their energies and skills to reach them to an advanced stage of mental health.

- How to face anxiety and tension in the examination period

## Career guidance

Helping students choose a study that is compatible with abilities, By providing the necessary information on the study areas in both the educational and vocational aspects in order to prepare the student himself for his professional future, taking into account the need to balance the student between his ambitions and abilities so that he can adapt to the profession of the future. • Preventive guidance Is to educate the student and prevent him from falling into some problems, whether study, health, psychological or social, which may result from some negative practices, and work to remove the causes. Enlightening students with the college system and university regulations, and taking note of the various problems and explaining their causes

## Objectives of academic guidance

- Enlightening the student and providing him with correct information about the college and the academic programs by presenting the academic regulations and academic regulations adopted by the university and which the student needs in his academic career.
- Orientation and guidance of the student in all moral, psychological and social aspects
- Encourage students who are new to integrate into the university, its activities and activities in order to have a successful university experience that positively reflects on its social and professional experiences.
- Work on discovering the talents and abilities of the student and directing those talents and tendencies.

- Provide students with the experience and scientific opinion on the organization of their time, and good investment to obtain the best methods of study and good collection and help him to make the most of the resources and aids available to him
- Enhancing students' academic achievement and encouraging them to improve their academic achievement,
- Follow up their progress, and overcome the obstacles that they may encounter during their academic attainment by looking at the problems that the student may face while studying and find suitable solutions that will ensure his success in his studies.
- Work on follow-up reports of students progress during their studies and evaluation
- Help students choose the specialty and associate it with the profession that suits their talents, abilities, orientation and needs of the community as well as enlightening them with the educational and vocational opportunities available and providing them with information and admission conditions so that they are able to determine their future.
- Work to strengthen the bonds between the house and the college so that they become an extension of each other.
- Provide advice and assistance to students with academic problems and consult a psychologist when needed
- Care for students with low academic achievement and stumbling, and attention to them, and follow them to improve their level of education.
- Paying attention to gifted and talented students and providing them with the ability to enhance their abilities and support their creations.

## Levels of academic guidance:

Level I (Director of Academic Extension Unit) and his duties:

- Prepare a guide for academic guidance for students and academic advisors
- Distributing students to the academic advisor
- Follow up the application of guidance.
- Follow the mentors, and introduce students to them.
- Supervising the guidance and providing its requirements.
- Nomination of the Distinguished Guide. \

Level II (academic leader of the batch) and his duties:

- Invite all the batch to meet at least once at the beginning of the semester.
- Working with the heads of departments to implement the guidance program.
- Discuss the common problems of students with college administration.

Level III (supervisor of academic guidance for each department)

- It is the link between the academic advisors in his department and the supervisor of the academic guidance of the batch
- Follow up the periodic reports of the academic guides within the department and submit them to the supervisor of the academic supervisor of the batch

Level IV (Academic Guide for each group of students)

- Pursuing the academic process of the students
- Follow up student performance and academic progress
- Follow up the problems that affect the student's academic performance and try to solve them.
- Identify the reasons for absence

- Motivate students to participate in activities
- Prepare periodic and final reports.

### What the academic guide can provide for the students?

- Inform students of their university instruction
- Informing students of the study plan's vocabulary (levels, disciplines, basic and optional subjects)
- Informing students of the names of the materials, their numbers, requirements, equivalent materials and their sequence, and instructing students on the best ways to benefit from them.
- Invite the student group to meet at least once at the beginning of the school year and again during the second semester.
- Invite each student to a personal meeting at least once during the semester.
- Encourage students to participate in student activities and communicate with others
- Encourage students to review their academic advisor regularly according to the stated office hours.
- Encourage students to participate in seminars and workshops.
- Define the students of the administrative and academic structure of the college and the college committees and the objectives of the bachelor program.
- Defining students with evaluation systems, test methods and methods of calculating grades
- Introduce students to graduation requirements.
- Introducing the new student to the system of courses, levels, conversion, success and repetition.
- Provide guidance and personal and academic advice on request.
- Helping the student to adapt to university life, especially for newcomers
- Assisting the student in filling out the study forms in the correct manner and submitting them at the appropriate times and ensure that all required data is filled.
- Assisting the student in managing the time available for lectures and ensure that he uses in the review and study in the library
- Help the student to organize his time for good preparation, especially during the testing period.

- Assist students with special circumstances to overcome their disabilities and health problems.
- Helping the student to reveal the special skills and talents that students enjoy in the hope of refining and developing them better.
- Assist the student in making the right decision regarding the choice of specialization according to their potential, their scientific interests and the needs of the labor market.
- Follow up the student in terms of progress and level of performance in the subjects and requirements
- Follow-up student in terms of rates and guidance to students with low rates
- Open a special file for the student documents the student's data and all papers and documents related to the level of academic student and progress in the materials and performance and all the student's course during the academic career, especially the following data and information:
  - A list of the materials and the student's grade in each article, its quarterly and cumulative grade, and its observations about the level of student performance and progress.
  - Updating the results of the student in the materials recorded in the study plan first
  - A copy of the warnings or decisions issued against the student if any
  - Minutes of the academic guide meetings with the student and the final report.



## How the students can benefit from academic guidance?

Students have an essential role to play in the academic guidance process. Their responsibility is to follow the academic progress, seek advice and guidance from the academic advisor who provides assistance

Students must prepare for meetings by following the following steps:

### Before seeing the academic advisor, the student should:

- Know the office hours of the academic advisor
- Appoint the appointment with the academic advisor and preferably start the interviews before each semester and schedule these dates early
- Write all the questions that concern him and his direction and attend the academic interview
- Review the student's manual that explains all the requirements of the college and university requirements
- It places a distinctive mark on any item that it deems unclear to the academic advisor
- Prepare and present correct information and data related to what he needs before meeting with the academic advisor.

### During the meeting:

- Prepare a list of his questions
- To work with his academic advisor to develop a proper study plan
- To ask all the questions that come to mind. An academic guide can help when a student has a clear vision of what he wants

### **Follow up meeting:**

- **Ensure that the academic advisor's recommendation is implemented every two or three weeks as agreed**
- **Contact his academic advisor for any additional questions or concerns**
- **The student should create a file for academic guidance that will include copies of all documents**

### **When to refer to academic advisor?**

- **A dramatic drop in high-level academic performance without justifiable reasons**
- **Unjustifiable request for postponement or withdrawal from college**
- **Complaints by teachers or colleagues about the student's ongoing negative behaviors.**
- **High level of fear of tests, duties or social life**
- **Prominent aspects of deep situations of confusion, frustration, indifference or despair.**
- **Continuing complaints of physical problems, loss of appetite, sleep disturbance, permanent fatigue or isolation from others.**
- **The desire for psychological counseling**

### **How to evaluate your academic guide?**

- **Have he provided you with accurate information about university and college regulations and system?**
- **Have he provided me with information about my courses and requirements? Has I been able to know the services provided by the college and the university?**
- **When it is needed, he provided the right time for discussion**

- Deal with me with mutual respect
- Encourage me to come to his office if I have any problem
- Help me solve my personal problems
- Has encouraged me to progress in my study
- Have he shown interest in my college activities?
- Does he have the experience that helps me in the course of my life
- Have he discussed the steps needed to manage my time and studies?
- Have he talked to me about my interests
- Have he discussed with me my strengths and weaknesses in my performance
- Do he have the ethical code of guidance?

